

www.hagc.net

Housing Authority of Grant County

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March 2, 2023

Grant County Board of Commissioners

ATTN: Janice Flynn

PO Box 37/35 C Street

Ephrata, WA 98823

Dear Ms. Flynn:

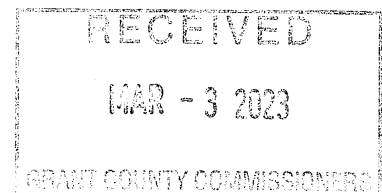
Please consider this letter and attached documentation the Housing Authority's claim for draw #17 for February, 2023, for the Eviction Rent Assistance Program 2.0 (ERAP 2.0). I certify that:

The information on the A-19 and supporting documentation for the Eviction Rent Assistance Program (ERAP), contract # 21-4619C-108, in the amount of \$225,836.99 is a true and accurate report and that all reported expenditures are properly chargeable to the ERAP 2.0 grant.

Sincerely,

Christopher A. Sutherland

Financial Director



The Housing Authority of Grant County, Washington is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, or familial status. The Housing Authority of Grant County's policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing programs and related services.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority.



Grant County's Subrecipient Checklist:

State Auditor's Office Audit Procedures for Testing Activities Allowed
And Not Allowed, As Published In 2007

Questions to ask before submitting a payment request

Was the expenditure or cost:

- ☒ Made for an allowable activity under the grant guidelines?
- ☒ Authorized (or not prohibited) under state or local laws or regulations?
- ☒ Approved by the federal awarding agency, if required?
- ☒ Allowable per Circular A-87 (June 2004 version), Attachment B, items 1-43?

For payroll transactions:

- ☒ Does the employee's time and effort documentation meet the requirements of Circular A-122?
- ☒ Allocable to the program? (i.e., was the dollar amount charged to the program relative to the benefits received by the program? Is the federal grantor being charged its fair share of the cost?)
- ☒ Based on actual costs, not budgeted or projected amounts?
- ☒ Applied uniformly to federal and non-federal activities (i.e., is the federal government being charged the same amount as if non-federal funds were being used to pay the cost)?
- ☒ Given consistent accounting treatment within and between accounting periods? (Consistency in accounting requires that costs incurred for the same purpose, in like circumstances, be treated as either direct costs only or indirect costs only with respect to final cost objectives).
- ☒ Calculated in conformity with generally accepted accounting principles, or another comprehensive basis of accounting, when required under the applicable cost principles?
- ☒ Not included as a cost (or used to meet cost sharing requirements) of other federally-supported activities of the current or a prior period?
- ☒ Net of all applicable credits? (e.g., volume or cash discounts, insurance recoveries, refunds, rebates, trade-ins, adjustments for checks not cashed, and scrap sales).
- ☒ Not included as both a direct billing and as a component of indirect costs?
- ☒ Properly classified (e.g., some costs may be incorrectly claimed as a direct cost instead of being incorporated as part of the indirect cost rate).
- ☒ Supported by appropriate documentation? (e.g., approved purchase orders, receiving reports, vendor invoices, canceled checks, and time and attendance records.) *Documentation may be in an electronic form.*
- ☒ Correctly charged to the proper account code and grant period?

Summary

| No. of Applications | Total Households | Months of Utility Assistance | Total Amount of Utility Assistance | Months of Rental Assistance | Total Amount of Rental Assistance |
|--------------------------------------|------------------|------------------------------|------------------------------------|-----------------------------|-----------------------------------|
| 89 - closed applications on February | 76 | 0 | 0 | 270 | 205525.77 |

| Gender | Woman | Man | Transgender Man or Transgender Woman | Head of Household Gender | | Client Refused | Data Not Collected |
|--------|-------|-----|--------------------------------------|---|-------------|----------------|--------------------|
| | | | | A gender other than singularly man or woman (e.g. non-binary/genderfluid/gender/culturally specific gender) | Questioning | | |
| 46 | 46 | 28 | 1 | 1 | 0 | 0 | 0 |
| 61% | 37% | 1% | 1% | 0% | 0% | 0% | 0% |

| Head of Household Ethnicity | | Head of Household Race | | | |
|--------------------------------|-------------------|------------------------|---------------------|----------------|--------------------|
| Black/African American/African | Native/Indigenous | White | Client Doesn't Know | Client Refused | Data Not Collected |
| | | | | | |
| 1 | 1 | 48 | 24 | 2 | 0 |
| 1% | 1% | 63% | 18% | 3% | 0% |

| Head of Household Ethnicity | | Client Refused | Data Not Collected |
|----------------------------------|--------------------------|----------------|--------------------|
| Non-Hispanic/Non-Latino(a)(o)(x) | Hispanic/Latino(a)(o)(x) | | |
| 35 | 38 | 3 | 0 |
| 46% | 50% | 4% | 0% |

| Rental Type | | Leased Lot Space/Mooring Fee | Refused/Don't Know |
|--------------------|----------------|------------------------------|--------------------|
| Leased Rental Unit | Family/Friends | | |
| 66 | 2 | 6 | 0 |
| 87% | 3% | 8% | 0% |

| AMI | |
|---------------|--------|
| Less than 30% | 31-50% |
| 60 | 14 |
| 79% | 18% |

| Multiple Races | |
|----------------|-----|
| 10 | 13% |

ERAP 2.0 Voucher Detail Worksheet

Lead Grantee Name:

List Sub Grantee Names Below

Total

Report Week or Month/Year: FEBRUARY 2023

| |
|------|
| HAGC |
|------|

[illegible]

ERAP 2.0 Voucher Detail Worksheet

Lead Grantee Name:

Report Week or Month/Year: FEBRUARY 2023 BUDGET

| | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | TOTAL OF DRAWS | REMAINING BALANCE |
|-----------------------------|--------|-----------------|--------------|--------------|----------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------------|-----------------|-------------------|
| Admin | | | | | | | | | | | | | | | \$3,000.00 | \$3,346.10 |
| Operations | | | | | | | | | | | | | | | \$334,418.32 | \$160,577.81 |
| Rent and Utility Assistance | | | | | | | | | | | | | | | \$12,417,738.99 | \$290,882.66 |
| By and For Subcontracting | | | | | | | | | | | | | | | \$0.00 | \$0.00 |
| Rent/Utilities Advance | | | | | | | | | | | | | | | \$0.00 | \$0.00 |
| By and For Advance | | | | | | | | | | | | | | | \$0.00 | \$0.00 |
| Totals | \$0.00 | \$13,209,413.88 | \$687,067.58 | \$959,563.97 | \$1,009,853.62 | ##### | \$652,957.82 | \$488,159.40 | \$577,236.31 | \$576,466.48 | \$392,664.63 | \$654,129.16 | \$725,836.99 | \$12,754,657.31 | \$454,756.57 | |

General Ledger Detail Report
Summary Report for Period 02 Ending 2/28/2023

HOUSING AUTHORITY OF GRANT COUNTY (GCH)

PROJECT 01 -

| Account Number/Description | Beg Balance | Debit | Credit | Net Change | End Balance |
|---|-------------|------------|----------|------------|-------------|
| 401000-8-01 MGMT SALARIES - ERAP | 1,461.80 | 2,334.11 | 0.00 | 2,334.11 | 3,795.91 |
| 408200-8-01 MGMT FICA - ERAP | 110.03 | 174.28 | 0.00 | 174.28 | 284.31 |
| 408201-8-01 MGMT SUTA - ERAP | 21.93 | 35.01 | 0.00 | 35.01 | 56.94 |
| 408202-8-01 MGMT L&I - ERAP | 4.03 | 8.84 | 0.00 | 8.84 | 12.87 |
| 408204-8-01 MGMT RETIREMENT - ERAP | 368.30 | 302.60 | 0.00 | 302.60 | 670.90 |
| 408205-8-01 MGMT MED/DENT/VIS/LI - ERAP | 390.79 | 264.94 | 0.00 | 264.94 | 655.73 |
| 411000-8-01 ADMIN SALARIES - ERAP | 5,496.84 | 12,611.20 | 0.00 | 12,611.20 | 18,108.04 |
| 418200-8-01 ADMIN FICA - ERAP | 405.36 | 929.60 | 0.00 | 929.60 | 1,334.96 |
| 418201-8-01 ADMIN SUTA - ERAP | 82.34 | 189.04 | 0.00 | 189.04 | 271.38 |
| 418202-8-01 ADMIN L&I - ERAP | 30.71 | 77.69 | 0.00 | 77.69 | 108.40 |
| 418204-8-01 ADMIN RETIREMENT - ERAP | 1,057.17 | 1,065.83 | 0.00 | 1,065.83 | 2,123.00 |
| 418205-8-01 ADMIN MED/DENT/VIS/L - ERAP | 1,988.66 | 1,995.13 | 0.00 | 1,995.13 | 3,983.79 |
| 419013-8-01 TELEPHONE - ERAP | 289.84 | 160.04 | 0.00 | 160.04 | 449.88 |
| 471501-8-01 HAP PAYMENTS-RENT - ERAP | 642,359.80 | 207,417.77 | 1,792.90 | 205,624.87 | 847,984.67 |
| PROJECT 01 - Total: | 654,067.60 | 227,566.08 | 1,792.90 | 225,773.18 | 879,840.78 |

② Rent Assistance = 205,624.87

000

① 0.00 *
 OPERATIVES
 2,334.11 +
 174.28 +
 35.01 +
 8.84 +
 302.60 +
 264.94 +
 12,611.20 +
 929.60 +
 189.04 +
 77.69 +
 1,065.83 +
 1,995.13 +
 160.04 +
 63.81 +

014

20,212.12 *

General Ledger Detail Report
Summary Report for Period 02 Ending 2/28/2023

HOUSING AUTHORITY OF GRANT COUNTY (GCH)

PROJECT 02 -

| Account Number/Description | Beg Balance | Debit | Credit | Net Change | End Balance |
|----------------------------|-------------|------------|----------|--------------|-------------|
| 419018-8-02 POSTAGE - ERAP | 61.56 | 63.81 | 0.00 | 63.81 | 125.37 |
| PROJECT 02 - Total: | 61.56 | 63.81 | 0.00 | 63.81 (f) | 125.37 |
| Report Total: | 654,129.16 | 227,629.89 | 1,792.90 | 225,836.99 ✓ | 879,966.15 |

(A)

002 20,212.12 +
 205,624.87 +
 225,836.99 *

(A)



Eviction Rent Assistance Program 2.0 (ERAP 2.0) - Report Form- VERSION 4

Instructions: Report Period: Enter corresponding week or month that matches the invoice reimbursement request. Match all of the information below to the information collected on the ERAP 2.0 Payment Forms and Household Information and Eligibility Form.

| | |
|------------------------------------|--|
| Grantee: | Grant County |
| Report period: | 2/1/2023 |
| Total No. of Applications Received | 89 - closed applications on February 7, 2023 |

| Household Payment Information | | | | | Head of Household Information (select from dropdown) | | | | | |
|-------------------------------|--|---|----------------------------------|-------------------------------------|---|-----------------------------------|--|---------------------------------|------------------------------|----------------------------------|
| Household ID | Total no. of months of rental assistance | Total no. of months of utilities assistance | Total Rental Assistance Provided | Total Utilities Assistance Provided | Head of Household is 18-24 or Unaccompanied Youth 16-17 | Gender | Race | Ethnicity | Rental Type | Percent Area Median Income (AMI) |
| EXAMPLE: 080120200945 12 | | | | | | | | | | |
| 5301123622 | 12 | 12 | 100 | 100 | No | Man | American Indian/Alaska Native/Indigenous | Non-Hispanic/Latin(a)(o)(x) | leased lot space/mooring fee | 30% or less |
| 5P1556112922 | 4 | | | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5187126822 | 7 | | 1392 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5566012325 | 2 | | 6300 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 31.50% |
| 5400010623 | 3 | | 3300 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5482011023 | 3 | | 3400 | | no | Cisgender Man | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased rental unit | 31.50% |
| 5122011823 | 2 | | 1550 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5380011823 | 3 | | 1200 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5380010623 | 2 | | 2043.33 | | no | Cisgender Woman | American Indian/Alaska Native | Non-Hispanic/Non-Latin(a)(o)(x) | leased lot space/mooring fee | 31.50% |
| 5382011423 | 2 | | 580 | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5512011722 | 4 | | 248 | | no | Cisgender Woman | Multiple Races | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5552012022 | 2 | | 2520 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 31.50% |
| 5520011722 | 2 | | 2000 | | no | Cisgender Woman | Client Refused | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5543011923 | 2 | | 1260 | | no | Cisgender Woman | Client Refused | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5496011123 | 4 | | 1400 | | no | Cisgender Man | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5518011123 | 4 | | 3200 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5510011623 | 2 | | 667.94 | | no | Cisgender Woman | Black/African American/African American | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5466010923 | 4 | | 1501 | | no | Cisgender Woman | Multiple Races | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5486011023 | 5 | | 5625 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5430010623 | 2 | | 1000 | | no | Cisgender Woman | Multiple Races | Client Doesn't know | family/friends | 30% or less |
| 5356010323 | 2 | | 1650 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5458010823 | 2 | | 1600 | | no | Cisgender Woman | Multiple Races | Client Doesn't know | hotel/motel | 31.50% |
| 5416010323 | 2 | | 2574 | | no | Cisgender Woman | Multiple Races | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5254121922 | 2 | | 1910 | | no | Cisgender Woman | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5354001023 | 4 | | 248 | | no | Cisgender Woman | Multiple Races | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5222121422 | 3 | | 4950 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5270122022 | 2 | | 1590 | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5597012623 | 7 | | 9198 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5623013023 | 4 | | 2373.88 | | no | Cisgender Man | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5626013023 | 3 | | 1916 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 31.50% |
| 5182120922 | 10 | | 5714.38 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased lot space/mooring fee | 30% or less |
| 5463010923 | 2 | | 1103.84 | | no | Transgender Man or Transgender | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5589012523 | 4 | | 4700 | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5577012423 | 2 | | 1084 | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 31.50% |
| 5422010623 | 2 | | 7828 | | no | Cisgender Woman | White | Client Doesn't Know | leased rental unit | 30% or less |
| 5422010623 | 6 | | 7800 | | no | Cisgender Man | White | Client Doesn't know | leased rental unit | 30% or less |
| 5580012423 | 6 | | 2500 | | no | Cisgender Woman | White | Client Doesn't know | leased rental unit | 30% or less |
| 5528011823 | 6 | | 3600 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5574012423 | 4 | | 5256 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 51.80% |
| 5476011023 | 4 | | 4800 | | no | Cisgender Man | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5050120122 | 3 | | 3950 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5492011123 | 2 | | 1400 | | no | Cisgender Man | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1735010623 | 2 | | 1732 | | no | Cisgender Woman | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1812012623 | 3 | | 840 | | no | Cisgender Woman | Multiple Races | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1797011923 | 3 | | 1975.62 | | no | Cisgender Woman | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1788011723 | 3 | | 2400 | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1799011923 | 2 | | 1100 | | no | Cisgender Man | White | Hispanic/Latin(a)(o)(x) | leased lot space/mooring fee | 30% or less |
| 5P1792011823 | 2 | | 699 | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1770011723 | 2 | | 786 | | no | Cisgender Woman | Multiple Races | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5598012623 | 4 | | 1933.54 | | no | Cisgender Woman | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased lot space/mooring fee | 30% or less |
| 5P1793011823 | 2 | | 2042 | | yes | Cisgender Woman | Client Doesn't Know | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1739010523 | 2 | | 662 | | no | Cisgender Woman | White | Hispanic/Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5P1786011723 | 3 | | 1861 | | no | Cisgender Woman | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 30% or less |
| 5554012223 | 3 | | 3300 | | no | A gender other than singularity n | White | Non-Hispanic/Non-Latin(a)(o)(x) | leased rental unit | 31.50% |

